



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

GAIL FARBER, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

June 12, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

40 June 12, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

AWARD OF CONTRACT FOR INFORMATION VERIFICATION AND REVIEW SERVICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This action is to award a contract for services to verify the accuracy of (1) the Solid Waste Management Fee remitted to the County by waste exporters, operators of disposal sites, transformation facilities, and transfer/processing stations operating in the County; and (2) the franchise fees remitted to the County by the solid waste collection franchisees serving the unincorporated County areas.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award the contract for Information Verification and Review Services in the sum of \$900,000 for a three-year term to Hill International, Inc. This contract will be for a period of three years commencing on July 1, 2012, with two 1-year renewal options at an annual contract sum of \$300,000 and a month-to-month extension up to six months for a maximum potential total contract term of 66 months and a potential maximum contract sum of \$1,650,000.
2. Authorize the Director of Public Works or her designee to increase the contract amount up to an additional 10 percent of the contract sum for the initial three-year term and to annually increase the contract amount up to an additional 10 percent of the annual contract sum for renewal option years for unforeseen, additional work within the scope of the contract, if required.
3. Authorize the Director of Public Works or her designee to execute the contract; to renew the contract for each additional renewal option and extension period if, in the opinion of the Director of

Public Works or her designee, the contractor has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or her designee, it is in the best interest of the County of Los Angeles to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to award a contract for services to verify the accuracy of (1) the Solid Waste Management Fee (SWMF) remitted to the County by waste exporters, operators of disposal sites, transformation facilities, and transfer/processing stations operating in the County; and (2) the franchise fees remitted to the County by the solid waste collection franchisees serving the unincorporated County areas. The Department of Public Works (Public Works) has contracted for SWMF review service since 2007.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1), Fiscal Sustainability (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The contract sum is \$900,000 plus 10 percent of the contract sum for the initial three-year term and an additional 10 percent of the annual contract sum of \$300,000 for renewal option years for unforeseen, additional work within the scope of this contract if required.

Funding for these services is included in the Recommended Fiscal Year 2012-13 Solid Waste Management Fund Budget. Funds to finance the contract's optional years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is Hill International, Inc., located in Ontario, California. This contract will commence on July 1, 2012, for an initial period of three years. With your Board's delegated authority, the Director of Public Works (Director) or her designee may renew this contract for two 1-year renewal options and a month-to-month extension up to six months for a maximum potential total contract term of 66 months.

The contract will be substantially similar to the form previously approved by County Counsel. The final contract will be approved by County Counsel before commencement of work. The recommended contract with Hill International, Inc., was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with the requirements of the Chief Executive Officer and your Board.

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. This contract contains terms

and conditions supporting your Board's ordinances, policies, and programs including, but not limited to: the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

Pursuant to the applicable memorandum of understanding, the Request for Proposals (RFP) for these contracted services was submitted on February 2, 2012, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

Public Works has evaluated and determined that the Living Wage Program (Los Angeles County, Code Chapter 2.201) does not apply to this recommended contract, which are for services required on an as-needed and intermittent basis; hence, this contract is not a Proposition A contract (Los Angeles County Code, Chapter 2.121).

This contract does not allow for a cost-of-living adjustment for the optional years.

ENVIRONMENTAL DOCUMENTATION

This recommended contract does not constitute a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by section 15378(b) of CEQA. The proposed contract is an administrative activity of government, which will not result in direct or indirect physical changes to the environment.

CONTRACTING PROCESS

On February 2, 2012, Public Works solicited proposals from 236 independent contractors and community business enterprises to accomplish this work. Also, a notice of the RFP was placed on the County's "Doing Business With Us" website (Enclosure), and an advertisement was placed in the Los Angeles Times. On March 14, 2012, two proposals were received. The proposals were first reviewed to ensure they met the minimum requirements in the RFP. The proposals having met these requirements were then evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the RFP, which included the price, experience, work plan, references, and staffing plan utilizing the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the

The Honorable Board of Supervisors

6/12/2012

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highest-rated, apparent responsive, and responsible proposer with the lowest-cost proposal, Hill International, Inc.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees as these services are presently contracted with the private sector.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Administrative Services Division.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER

Director

GF:GZ:cg

Enclosures

c: Chief Executive Office (Rita Robinson)
County Counsel
Executive Office

Bid Detail Information

Bid Number : PW-ASD 844
Bid Title : INFORMATION VERIFICATION AND REVIEW SERVICES
Bid Type : Service
Department : Public Works
Commodity : AUDITING SERVICES
Open Date : 2/2/2012
Closing Date : 2/15/2012 9:00 AM
Bid Amount : \$ 100,000
Bid Download : Not Available
Bid Description : NOTICE OF REQUEST FOR PROPOSALS FOR INFORMATION VERIFICATION AND REVIEW SERVICES (2012-AN006)

PLEASE TAKE NOTICE that Public Works requests proposals for the contract for Information Verification and Review Services (2012-AN006). The total annual contract amount of this service is estimated to be \$100,000. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/asd/contracts> or may be requested from Ms. Samantha Tsui at (626) 458-4050 or stsui@dpw.lacounty.gov, or from Ms. Lorena Calderon at (626) 458-4169 or lcaderon@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/asd/contracts>.

No subcontractors are allowed for this contract.

Minimum Requirement(s): Proposers must meet all minimum requirements set forth in the RFP document at the time of proposal submission including, but not limited to:

1. Proposer or its managing employee(s) must have a minimum of three years of experience providing information verification and review services similar or same as described in the Scope of Work.
2. Proposer must have a Certified Public Accountant working on the contract during the entire contract period. The Certified Public Accountant must have a minimum of two years of experience providing information verification and review services similar or same as described in the Scope of Work.

A Proposers' Conference will be held on Wednesday, February 15, 2012, at 9 a.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room D. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE AT THE CONFERENCE IS MANDATORY. Public Works will reject proposals from those whose attendance at the conference cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the conference, Proposers must submit questions in writing and request information for this solicitation within three business days from the date of the conference. After the third business day, it may be impossible to respond to further requests for information.

The deadline to submit proposals is Wednesday, February 29, 2012, at 5:30 p.m. Please direct your questions to Ms. Tsui or Ms. Calderon at the numbers listed on the previous page.

Contact Name : Samantha Tsui
Contact Phone# : (626) 458-4050
Contact Email : stsui@dpw.lacounty.gov
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